

# What to Do First: A Basic Primer on Probate & Administrations

Compliments  
of

**Nicki A. Burke**  
**Surrogate**

## Salem County Surrogate's Court

92 Market Street – Salem, NJ 08079

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Facebook: Salem County Surrogate



## FIRST STEPS

1. **Contact Social Security (1-800-772-1213)**, if the decedent was a recipient (Funeral Director may do this, but if you have further questions or receive a check and are unsure how to proceed.)
2. **LAST WILL & TESTAMENT: Locate the decedent's will.**  
This may mean contacting family members, the decedent's attorney, or looking through the home or safety deposit box of the decedent.  
Give the **ORIGINAL** will to the person named as Executor. (A copy cannot be probated by the Surrogate).
3. **If the decedent was a veteran**, you may wish to check on veteran's benefits.  
**(800) 827-1000 – US Dept. of Veterans Affairs**  
**(856) 339-8603 – Salem County Veterans Services**
4. **Death Certificate:** Obtain from the Funeral Director one or more death certificates with a raised seal. You must provide the Surrogate's Court with one raised seal death certificate for filing with the estate.
5. **CONTACT:** Contact the Surrogate's Court before coming to our office to be sure you have everything you need.  
This call may save you a second trip.  
(856) 935-7510 Ext. 8121 (See the list of items needed for Surrogate below).
6. Start list of estate assets and debts.
7. **NOTE:** Power of Attorney authority ends at death.

## IF YOU ARE NAMED EXECUTOR

1. **Reminder:** Your authority for the estate does not start until the will is probated.
2. **Secure the estate by:**  
Locating and protecting items of value.  
Providing adequate security for the decedent's home if it is vacant to protect both the real and personal property.  
Locating bank books and accounts.
3. **Apply for probate of the will:**  
Salem County Surrogate's Court  
92 Market St, Salem NJ 08079  
**Office Hours:** Monday thru Friday, 8:30 to 4:30  
**EVENING HOURS:** First and third Tuesday of each month.  
Evening hours only at the 92 Market Street Salem office. 8:30 am to 6:00 pm  
Walk-ins are welcome  
Wheelchair available upon request – Please call our office

## WHAT YOU WILL NEED TO PROBATE THE WILL

- A. The ORIGINAL Last Will & Testament – not a copy
- B. Death certificate with a raised seal
- C. Addresses of all next of kin, persons, charities, etc., named in the will
- D. Check, cash, or money order payable to the Salem County Surrogate's Court. (fees, pursuant to NJ statute – will vary for each estate)

**\*Note:** Although the Will cannot be probated until 10 full days after the date of death, application can be made at anytime earlier. (count to 12th day starting on date of death). In most cases, the process will take about 30 to 45 minutes to apply for probate.

The Surrogate's Court will issue **Letters Testamentary & Executor Short Certificates** which are used to transfer the assets of the decedent's estate. **They are the executor's authority to act for the estate.**

### IF THERE IS NO WILL

The closest living relative of the decedent can apply to the Surrogate for appointment as administrator of the estate. This right to apply, to be appointed by law, is defined in the following order:

- A. Spouse
- B. Children
- C. Parents
- D. Brothers and Sisters
- E. Nearest next of kin

The person "first entitled" may renounce the right to serve (This DOES NOT act to renounce the right of inheritance, if any).

**When there is more than one person of equal right** - such as brothers and sisters, or more than one child - then all except one may renounce, except in certain circumstances.

Administration, in most cases, will require a surety bond. We can explain that process to you.

### WHAT YOU WILL NEED TO APPLY FOR ADMINISTRATION

- A. Death certificate with a raised seal
- E. An estimate of gross value of the estate
- F. A list of estate debts
- G. Names and addresses of the next of kin
- H. check, cash, or money order payable to the Surrogate's Court of Salem County (fees, pursuant to NJ statute – will vary for each estate)

The Surrogate's Court will issue **Letters of Administration** and **Administrator Short Certificate's**, which are used to transfer assets.

### SMALL ESTATE AFFIDAVITS

Affidavits are a form of administration, and can only be used **when the decedent did not have a Last Will & Testament prepared.**

**AFFIDAVIT OF SPOUSE OR DOMESTIC PARTNER:** If the decedent is survived by a spouse or domestic partner and the total assets in the decedent's name **ONLY** are **\$20,000 or less**, a "Spouse or Domestic Partner Affidavit" can be issued by the Surrogate. Raised seal copies are used to transfer the asset(s), which will be individually listed on the affidavit. (e.g. an automobile, bank accounts, etc.).

**AFFIDAVIT OF HEIR:** The total assets of the decedent are **\$10,000**. Consents are required for all persons of equal standing.

### ESTATE IDENTIFICATION NUMBER (EIN)

The following information current as of April 2015:

**Estate Identification Number (EIN)** – You may in your position as either executor, administrator, or trustee, be required to obtain a Federal Tax Identification number, also termed Estate Identification Number (EIN). Please note that number is given to the estate at **NO CHARGE** by the government. If you apply for the number and find there is a fee, you are on a private site, not the government site. Cancel that application and apply through the government website at <http://www.irs.gov/pub/irs-pdf/fss4.pdf>. The form can be completed and submitted online, or you can download the form, complete and return by fax or mail.

### NJ Transfer Inheritance & Estate Tax Division

(800) 829-1040

(609) 292-5033

Website: [www.irs.gov](http://www.irs.gov)

**DEATH CERTIFICATE:** Where do I get a death certificate if some time has passed?

A death certificate can be obtained at the office of the local registrar in the municipality where the death occurred.

**MOTOR VEHICLES:** Pursuant to the NJ Motor Vehicle website:

What do I do with a vehicle registered ONLY in the decedent's name? A vehicle in the decedent's name may be operated for 30 days after the date of death by immediate family or any licensed driver authorized by the decedent's family. Thereafter, the title must be transferred by the executor or administrator. One must have been issued Letters Testamentary or Letters of Administration by the Surrogate PRIOR to the transfer.

**BEFORE YOU COME TO THE SURROGATE'S COURT...**

To make the process easier, you may wish to call my office first before your trip here to be certain you have all the information that is required.

Please call us at: **(856) 935-7510 Ext. 8121**

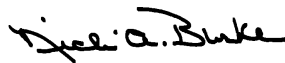
Visit the Surrogate's Court on the Internet: [www.surrogate.salemcountynj.gov](http://www.surrogate.salemcountynj.gov)

Like us on  Facebook: [Salem County Surrogate](#)

**A MESSAGE FROM THE SURROGATE**

As your Salem County Surrogate, I and my staff are available to help you in any way we can. Please contact us should you have any questions.

Sincerely,



Nicki A. Burke  
Surrogate